

Space Family Education, Inc.
Board of Director's Open Meeting

Director Report

Staffing

Resignations:

Ms. Marion Tyler resigned last Friday. Ms. Shirley Jones, currently the floater/substitute for the infant/toddler wing, will replace Ms. Marion.

New Hires:

None

Other:

No report

Operations

Facility:

A water fountain was installed outside on the bid kid playground.

Nothing has been done on the ACRV play structure. NASA safety walk-through last week complained about the ACRV and things stacked on top of shelves and cabinets. The kids are not allow to play in the ACRV and Ms. Hirning will have the teachers clean up and move unsafe items on top of shelves and cabinets.

Special Events:

The Schoolastic book fair will be next Wednesday through Friday. Parents can buy and/or donate books to the Center.

October 7-11 is fire prevention week. We will have a fire truck visiting the school.

October 9th we will have the people from Moody Garden Rain Forest putting on a presentation for the kids in rooms 7-9.

October 11th we will have the people from the Museum of Natural Sciences putting on a Safety and 911 presentation for all the children.

October 17th we will have the people from the Museum of Natural Sciences putting on a Common Sense presentation for the kids in rooms 7-9.

October 23rd we will have the people from the Museum of Natural Sciences putting on a Busy Body presentation for the kids in rooms 7-9.

For fund raising, Ms. Hirning is planning to have a cookie dough sale around November (in time for Christmas). She will give more details at the next Board meeting.

One parent questioned (suggested) about having the childcare center fund raising at JSC cafeterias to access others at JSC. The Board will ask Ms. Vandersand (fund raising committee chairperson) to look into it.

A question was asked about room needs. Ms. Hirning stated that the teachers would determine what they need for their room, and would let the Director and parents know.

Other:

The Director was issued a new cell phone from NASA, and the new number is (281) 799-4310. This phone will be used for field trips and emergencies.

Ms. Hirning needs to update and correct her communication chain. She'll need all the room captains and alternates email addresses.

Ms. Hirning reported that a NASA security consultant visited the childcare center yesterday, and made some suggestions, which included the fence around the childcare center is too low and proper use of the front door lock. Ms. Hirning is interested in seeing the rest of the report to NASA.

Committees Report

Education Curriculum

Enrichment computer class started this Tuesday. The instructor still wants to setup a network for the computers in the lab.

For the month of September, Ms. Tess (room 6) will be doing her story time for any room that wants to have story time.

Ms. Hirning reported that she bought some new books (phonics, etc...) for rooms 5-9 from SAM's.

Playground

Ms. Hirning reported that she had email'ed Mr. Kelly (playground committee chairperson) about the go ahead on buying the bid kid swing set. (Mr. Kelly came did come after the meeting to discuss purchasing the new swing set).

Newsletter and Webpage

Ms. Hirning reported that it's almost time or the newsletter.

One parent asked whether the latest Parents Handbook is on the web. Ms. Lewis and Moreland answered yes.

A suggestion was made to have other forms (e.g. medication form, etc...) available electronically on the web. The Board and Ms. Moreland agreed and said that it would be up to Ms. Moreland (and any parents willing to help) to create forms as needed for the webpage.

Ms. Moreland reported that she's working on individual class homepage, with pictures and teachers' information, using room 7 as the template. The Board and everyone agreed that the webpage should contain only non-sensitive information and permission should be obtained before putting children pictures on the webpage.

Room-1

No report

Room-2

Parlier – Parents want to be able to get the school supply list earlier. A suggestion would be to make it available on the webpage.

Ms. Hirning will try to have due date to get the supply lists from the teachers next year, and Ms. Lewis and Ms. Moreland will disseminate the information. Ms. Hirning reported that the teachers did not want to put together supply packages as suggested in previous Board meeting, but maybe they could work with the parents by telling them what and where to buy things.

Biting problem is starting again in room 2.

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

A question was brought up about when is teacher appreciation day/week, because it was not on the school year schedule. Ms. Hirning will make sure to let everyone know.

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that she had distributed the latest policy change and updated the Parents Handbook on the webpage.

The Center is full.

Treasurer (Laurie Garcia)

Ms. Garcia reported that Ms. Geraldine Clayton had completed the review of the financials, and that she is working a few things commented/questioned by Ms. Clayton.

Ms. Garcia handed out the September financial report, and reported that the liability insurance will increase about \$3000 this year, summer camp made at least \$27445, and the kitchen expense is improving.

There was an error in the FICA calculation and Ms. Garcia will adjust the budget accordingly. Regarding to last month questions, Ms. Garcia had fixed where to put the field trips, into tuition category, and the negative shirt income by depositing it after May 1st.

With the better than expected summer camp income and improving kitchen expense, Ms. Garcia said that we can afford the 'green light/red light' for the eating area.

Secretary (Louis Nguyen)

Mr. Nguyen reported the voting result on the latest policy change, sibling priority. The vote count showed 50 for and 35 against. Mr. Nguyen asked about storing the counted ballots at the Center, and Mr. Hirning said to give the package to Ms. Shelley.

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

Absent

SFEI Members Report

Walk-ons

None

Old Business

Mr. Nguyen asked about the murals for the hallway, and Ms. Hirning reported that the NASA graphic people are not ready to bring them out.

New Business

None

The next meeting will be October 17, 2002
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM